

**ILLINOIS MCLE RULE 795(d)(5) CERTIFICATE OF TEACHING
FOR TEACHING AN ILLINOIS ACCREDITED MCLE COURSE**

SECTION A: TO BE COMPLETED BY THE PROVIDER

Provider Name: _____

CLE Course/Activity Title: _____

Location (city/state): _____ **Date(s) of Course or Activity:** _____

Starting and ending times of Course or Activity: _____

Name of Attorney Teaching Course: _____

TEACHING CATEGORY

- Speaking/teaching at a CLE-approved course under MCLE Rule 795(d)(5), or presentation at a bar association meeting or professional association meeting under MCLE Rule 795(d)(3). MCLE credit: Actual presentation time plus preparation time at six times the actual presentation time. Where there is more than one speaker/teacher, the total time of the course presentations is divided by the number of co-teachers.
- Panelist time speaking/teaching at a CLE approved course. MCLE credit: Total presentation time divided by the number of panelists is the actual presentation time; actual presentation time plus preparation time at six times the actual presentation time.
- Attendance time at CLE course or activity other than panelist time. Attorneys may earn CLE credit for attendance at segments of the course or activity for which he/she was not a speaker.

Sample calculation of speaking/teaching at a CLE-approved activity: If the actual presentation time is 50 minutes, then calculation of the actual preparation time is 6 times 50 minutes = 300 minutes. Total CLE hours earned is 300 minutes plus 50 minutes = 350 minutes /60 minutes = 5.83 or 5.75 CLE hours. (Must round down to the nearest quarter hour.)

CALCULATION OF TOTAL CLE HOURS

Actual Presentation Time _____ + Preparation Time _____ + Attendance Time (if applicable) _____ = _____
(Limited as explained above) **Total CLE Hours rounded down** to the nearest 1/4 hour)

NOTE: A repeat presentation of the same material shall be counted at one-half; no further hours may be earned for additional presentations of the same material. For repeat presentation, a separate certificate should be issued for each course date.

Provider Representative Signature

Date

SECTION B: TO BE COMPLETED BY ATTORNEY

By signing below, I certify that I participated in the course or activity described above as a speaker/teacher, and that I am entitled to claim the number of Illinois MCLE credit hours as described above:

Attorney Name (Print) and Registration No. (ARDC No.):

Attorney Signature and Date

Reminder: Pursuant to Rule 796(f)(1), Illinois attorneys are responsible for their own recordkeeping. Do not submit this form to the Illinois MCLE Board. In the event that you are audited by the Illinois MCLE Board, you will be required to submit this form. *Submit this form to the MCLE Board only if you are audited.*